



> Educational Development Centre > Creating a Professional Portfolio

# Creating a Professional Portfolio 2010.

**The use of a professional portfolio is very valuable for supporting reflective practice. Participants plan and begin to develop a portfolio for recording evidence and reflections about their professional practice.**

## The course is aimed at:

- Teachers and other professional practitioners in any discipline or business who want to compile a record of their work and engage in reflective practice.
- Professionals who need to develop evidence for performance review and professional accreditation.
- People who want to reflect on and provide a commentary on their personal growth and professional development processes.

## Course preparation:

You must have access to a computer and Internet, and a microphone and speakers (or headset).

For further information, please contact the course facilitator Bronwyn Hegarty: 0800 762 786. [bronwyn.hegarty@op.ac.nz](mailto:bronwyn.hegarty@op.ac.nz)

## Course will include:

You will explore the purposes for professional portfolios, and the reasons for maintaining a record of reflective practice. You learn how to design and plan the structure and content of a professional portfolio, and investigate a range of methods for constructing and presenting content, including an ePortfolio format. Content is compiled for an individual portfolio, and reflective writing is explored.

## Dates and times:

The course starts on 30 August 2010 and ends on 20 November 2010.

The course is offered online with some workshops on-campus and online – to be negotiated. Activities are asynchronous and self-paced – accessible at any time; and synchronous – at a time negotiated with you.

## Fees:

Domestic (approx): \$194.55 Level 7, 5 credits.

Formally enrolled fee paying participants will receive focused and personalised learning support, assessment services, and formal credits for course completion.

You may engage with the course informally at no cost. You will have access to online course resources and course discussions but there is no individual support or assessment activities. This involvement requires self motivation.

Elective course for **Graduate Certificate in Tertiary Learning and Teaching (Level 7)**. For more information about formal enrolment please contact Catherine Lindsay: 0800 762 786, [Catherine.Lindsay@op.ac.nz](mailto:Catherine.Lindsay@op.ac.nz)

\*DISCLAIMER: While every effort is made to ensure that this sheet is accurate, Otago Polytechnic reserves the right to amend, alter or withdraw any of the contained information. The fees shown in this document are indicative ONLY. Both domestic and international fees are subject to change and are dependent on the development and implementation of Government policies. Please note that additional fees may from time to time be required for external examination, NZQA fees and/or additional material fees.

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